
EARLY/MIDDLE COLLEGES

TECHNICAL ASSISTANCE DOCUMENT



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I. BACKGROUND

An Early/Middle College (EMC) is a school or program designed to allow a pupil to earn a high school diploma along with an associate's degree, a certificate of completion, or up to 60 transferable college credits. It is established by a consortium agreement, or memorandum of understanding, between an intermediate district or a school district and a Michigan public or private college or university, junior college, or a community college, and approved by the Michigan Department of Education (MDE) Office of Career and Technical Education (OCTE).

Students may enroll in an EMC as early as ninth-grade, but no later than the start of 11th grade. Students follow a specific program of instruction, which includes an additional year of high school for the student to be considered an “on-time” graduate by completing a high school diploma and post-secondary degree, certificate or 60 transfer credits. The State School Aid Act, the Postsecondary Enrollment Options Act, and the Career and Technical Preparation Act require that to receive funding, for fifth year enrollment attendance, pupils must not be otherwise eligible for graduation and must be enrolled in at least one high school level math or math related course during their final year of the program.

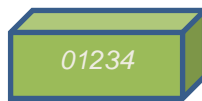
Beginning with the 2013-2014 school year the option to run an EMC program within a local district high school was included in the State School Aid Act [MCL 388.1704b, Sec. 104b (14)]. Districts must apply for EMC program status and be approved by MDE. Students must be reported with the EMC Program Participation code (3500) in the Michigan Student Data System (MSDS).

II. MDE OCTE PROCESSES

The OCTE is responsible for approving entities as EMC entities or programs. Districts must complete an application to become an EMC high school entity or program. Listed below are the options and requirements for each entity type.

Early/Middle College Options

1. Public High School is intended **exclusively** for EMC students. Entity type is ISD, LEA, or PSA School. Entity is exclusively attended for EMC enrollment.

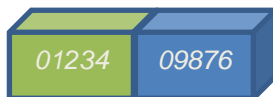


Early/Middle College

- a. Needs unique entity code if not already granted.
- b. Students are flagged in the MSDS using the EMC participant code (3500).
- c. Students are identified as participating by 11th grade.
- d. High school adheres to current reporting requirements.
- e. High school adheres to current assessment requirements.
- f. High school adheres to current teacher/administrator certification and evaluation requirements.
- g. High school designated as Shared Educational Entity for *Reporting Only* if it serves multiple districts. High school is the accountable entity but can apply annually for Shared Educational Entity for *Accountability* status through the Division of Accountability Services where accountability is attributed to a pupil's resident district instead of the operating district.

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2. School within a School, has both EMC students and regular high school students. Entity type is ISD, LEA, or PSA School operating on the same grounds as another ISD, LEA, or PSA School, with a separate School Facility Number.



Early/Middle College + High School

- a. Needs unique entity code if not already granted.
 - b. Students are flagged in the MSDS using the EMC participant code (3500).
 - c. Students identified as participating by 11th grade.
 - d. School within a school adheres to current reporting requirements.
 - e. School within a school adheres to current assessment requirements.
 - f. School within a school adheres to current teacher/administrator certification and evaluation requirements.
3. Public High School offering EMC Program, attended for both general instructional services and EMC program services. Entity type is an ISD with member districts, and LEA or PSA School. Entity is NOT exclusively attended for EMC enrollment. EMC participants attend some or all high school level classes with non-EMC participants.



High School + Early/Middle College Program

- a. Does not need new or additional entity code.
- b. Students are flagged in the MSDS using the EMC participant code (3500).
- c. High school adheres to current reporting requirements.
- d. High school adheres to current assessment requirements.
- e. High school adheres to current teacher/administrator certification and evaluation requirements.
- f. Accountability attributed to high school.

For more information about Early/Middle Colleges, please visit the MDE OCTE Web page at http://www.michigan.gov/mde/0,4615,7-140-43092_51178---,00.html.

For more information about Shared Educational Entity Status, please visit the MDE SEE Web page at <http://www.michigan.gov/sees>.

III. CEPI PROCESSES – EEM AND STUDENT DATA REPORTING

The Center for Educational Performance and Information (CEPI) is responsible for making sure that all EMC entities are marked appropriately in the Educational Entity Master (EEM), as well as collecting EMC program participation data from intermediate district and school district entities. The OCTE provides CEPI with a list of approved EMC entities and programs prior to the start of the school year.

Educational Entity Master (EEM)

MDE OCTE receives and approves applications for new EMCs. Once approved, they notify the EEM Administrator so that the EMC flag can be set in the EEM. This includes changes to existing EMC entities. The EEM Administrator is responsible for setting the flag appropriately for each approved EMC.

Prior to January 2014, when a flag was set for an EMC entity, CEPI expected to see the entire student population of the entity reported as EMC participants in the MSDS. Starting in January 2014, EMC participants can be reported at the EMC entity or the student's home high school. Consequently, if the students are reported at an EMC entity, CEPI still expects to see the entire student population reported as EMC participants (except for Schools within a School). However, if the students are reported at an EMC program, CEPI no longer expects to see the entire student population of the high school reported as EMC participants. Only those students participating in the program should be reported as EMC participants.

Example of Entity flagged as an Early/Middle College Entity or High School:

International Baccalaureate Program	REMC Code	
False	18	
Early/Middle College	Magnet School	Website Address of Entity
True		ecmacomb.org
Migrant Education Program		

Example of Entity not flagged as an Early/Middle College Entity or High School:

International Baccalaureate Program	REMC Code	
False	13	
Early/Middle College	Magnet School	Website Address of Entity
False		None
Migrant Education Program		

The EMC flag can be viewed in the EEM by any intermediate district or school district personnel or by the public at www.michigan.gov/eem.

1. Enter the school name or valid 5-digit school code in the "EEM-Search" box and click "Go."
2. Click the entity name hyperlink of the school you wish to review.
3. Scroll through the information until you locate the Early/Middle College field.

Closing an EMC School in the EEM:

When an EMC entity switches from a school to a program, the EMC school entity must be closed in the EEM. The authorized user of the EMC entity must submit a request to close the entity in the EEM Application. Directions on how to close an entity are located on the EEM Web page (http://mi.gov/cepi/0,1607,7-113-986_10485---,00.html) in the "EEM Training Tools" section of the page.

Michigan Student Data System (MSDS)

All EMC students should be reported in the building in which the student is receiving their EMC services. If the EMC flag is not set in the EEM and a school submits a student as an EMC participant, a student-level error is issued upon submission of the student record.

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To properly identify a student as an EMC participant, report Program Participation Code 3500 (EMC Participant) in the Program Participation Component.

ProgramEligibilityParticipation	
Code	Description
3500	Early/Middle College Participant

School Demographics

Personal Demographics

Enrollment

Membership

GeneralEdFTE

Program Participation

Attendance

SNE

*Program Eligibility Participation: ⓘ

☐ 7760-21st Century Community Learning Center Program (21st CCLC)

☐ 9220-Alternative Education

☐ 9230-Developmental/Retention Kindergarten

☒ 3500-Early/Middle College Participant

Errors:

Warnings:

If a student-level error is received during data submission:

1. Verify that the correct school/facility number was reported for the student.
 - a. If yes, verify that the building is flagged in EEM as an EMC.
 - b. If no, enter the correct school/facility number.
2. Verify that the entity is flagged as an EMC in the EEM
 - a. If the flag is set to "true" but you still receive an error, contact the EEM Administrator or CEPI customer support for additional assistance.
 - b. If the flag is set to "false" but you believe it should be "true", contact the EEM Administrator or CEPI customer support for additional assistance. The EEM Administrator will work with MDE OCTE and OESRA to verify the correct status of entity and update the EEM as necessary.
 - c. If entity has not been approved as an EMC, the intermediate district or school district cannot report the student as an EMC participant.
3. Verify that student record has been submitted with Program Participation Code "3500."

IV. GRADUATION AND DROPOUT STATUS AND COHORT YEAR PROCESSES

When reporting Early/Middle College participants, it is **very important** to always report Program Participation code "3500" (Early/Middle College Participant) in all General (fall, spring and EOY) and Student Record Maintenance (SRM) Collections; otherwise, a student's cohort year may be adversely affected. Students reported with Program Participation code "3500" will have their cohort year increased by one. If a student was reported with code "3500" in a previous collection but not reported with this code in the current collection, the student's cohort year will be decreased by one.

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Examples of How Student Reporting Can Adversely Affect the Cohort Year:

1. A student is submitted in the Fall General Collection with Program Participation code "3500" with incorrect demographic information (name, date of birth, gender, race/ethnicity). An SRM record is submitted for the student to correct race/ethnicity. If Program Participation code "3500" is not included in the student record, the student's cohort year will be decreased by one.
2. For the same student, instead of submitting an SRM record, the district submits the correct race/ethnicity information in the Spring General Collection to resolve the issue. However, Program Participation Code "3500" is not included in the student's record. The student's cohort year will again be decreased by one year.
3. If a student moves between participation and non-participation with an EMC program, the student's cohort year is adjusted accordingly, meaning that a year is taken away from the student's cohort year if the student no longer participates in an EMC program, and a year is added to the student's cohort year if the student begins participating in an EMC program.

Graduation Exit Status Codes for Early/Middle Colleges

When an EMC participant graduates from an EMC school, the graduation code that is reported can affect their cohort status.

DistrictExitStatus	
<i>Code</i>	<i>Description</i>
40	Graduated from a Middle College with both a high school diploma and an Associates Degree or other advanced certificate
41	Graduated from a Middle College with only a high school diploma

Examples of How Student Reporting Can Adversely Affect the Cohort Status:

1. If the participant graduated from the EMC with a high school diploma and an Associate's Degree or other advanced certificate, report Exit Status code "40". Their cohort status will be "On-Track Graduated". Program Participation code "3500" must also be reported at the same time.
2. If the participant graduated from the EMC with a high school diploma only, report Exit Status code "41". Their cohort status will be "Off-Track Graduated" because they did not meet the requirements of obtaining a high school diploma AND an Associate's Degree or other advanced certificate. Program Participation code "3500" must also be reported at the same time.

V. MDE OESRA – SENDING SCORES BACK PROCESSES

The Michigan Department of Education's Office of Evaluation, Strategic Research and Accountability (OESRA) is responsible for sending scores back for select EMC entities. The Sending Scores Back policy is a special policy offered by OESRA to provide an alternative option for attribution for building-level

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accountability in the Michigan School Accountability Scorecards and Top-to-Bottom Ranking designations. Schools or programs that operate under the Sending Scores Back policy apply to become shared educational entities for reporting and accountability and then have their students' scores "sent back" to resident districts such that the building(s) where services are provided do not receive traditional accountability as all other schools do.

Early/Middle Colleges that are part of the Sending Scores Back program can be identified by the SEE Subtype field in the EEM.

Example entity that is a Shared Educational Entity for Student Reporting and Accountability:

The screenshot shows a portion of the EEM form. At the top, there is a label 'False' next to a field. Below it, a red rectangle highlights two fields: 'Shared Educational Entity (SEE) Participation' with a value of 'Shared Educational Entity', and 'Shared Educational Entity (SEE) Subtype' with a value of 'Student Reporting and Accountability'. Below these, the 'Website Address of Entity' field is visible with a value of 'None'. Two blue arrows point upwards towards the SEE fields.

When a Shared Educational Entity is flagged in the EEM for *reporting and accountability*, the following conditions apply:

1. The EMC participants contribute only toward a pupil's resident district's accountability scorecard.
2. The EMC entity itself does not receive an accountability scorecard or Top-to-Bottom ranking.

Example of an EMC that participates in the Sending Scores Back program. Top-to-Bottom search yields no results:

The screenshot shows the 'MI School Data' dashboard. The main heading is 'Dashboard & Accountability Scorecard'. On the left is a navigation menu with links like 'How-Tos & News', 'Early Childhood', 'Kindergarten - 12th Grade', and 'Dashboard & Accountability Scorecard'. The main content area has tabs for 'Dashboard', 'District Best Practices', 'Accountability Scorecard', and 'Top to Bottom Ranking'. Under 'Accountability Scorecard', there are sub-tabs for 'Scorecard Summary' and 'Top 30 / Bottom 30 Analysis'. A red rectangle highlights the search results section. It shows a 'Find Location' search bar with the keyword 'Early College Alliance'. Below the search bar, it says 'No locations were found using your keyword search 'Early College Alliance'. Please try again with different or more keywords.' There are also checkboxes for 'Include' (Schools, Districts, ISDs) and a 'Reset to Statewide' button.

When a Shared Educational Entity is flagged in the EEM for *reporting* only:

1. An Accountability Scorecard and Top-to-Bottom ranking will be generated for the EMC entity.

Example of an EMC that is a Shared Educational Entity for Student Reporting Only:

MI School Data Dashboard & Accountability Scorecard

Login

How-Tos & News
Early Childhood
Kindergarten - 12th Grade
Dashboard & Accountability Scorecard
District/School Information
Student Counts
Student Testing
Postsecondary Outcomes
Career and Technical Education
Staffing Information

Dashboard | District Best Practices | Accountability Scorecard
Scorecard Summary | Top 30 / Bottom 30 Analysis
Edit Report Download/Print

2012-13 Top to Bottom Ranking List

Henry Ford Early College

Statewide Percentile Rank	School Code	District Code	School
99 - Reward	09775	82030	Henry Ford Early College

For more information about the Sending Scores Back program, please visit the MDE Shared Educational Entities Web page at http://www.michigan.gov/mde/0,4615,7-140-22709_56877---,00.html.